



**New Jersey Department of Children and Families
Administrative Order**

Administrative Order:	11	Policy Making Procedures
Effective Date:	3-18-19	
Revised Date:	N/A	

I. PURPOSE

To establish uniform Departmental procedures for the development, promulgation, and publication of policies and regulations.

II. SCOPE

This Order has Department wide applicability. The Commissioner reserves the right to delegate responsibility under this policy as necessary to effectuate the mission of the Department.

IV. DEFINITIONS

“Manual of Policy Style” means the manual created and maintained by the Office of Policy and Regulatory Development that provides guidance on drafting and developing Department policy.

V POLICY

1. **Commitment to Accessible Policy.** The Department of Children and Families (DCF) is committed to making its policies and operating procedures readily available and clear to clients, staff, and the general public.
2. **Publication of Policies on DCF Website.** To that end, all policies and standard procedures governing Departmental or division practice shall be made publicly available via the DCF internet page.

3. **Authority to Promulgate Policy.** To ensure that policy can readily adapt to operational need, Division directors or equivalents are hereby authorized to promulgate policy pertaining to the activities of their divisions, provided that such are consistent with Department wide policy and law.
4. **Standards for Policy.** The Director of Policy and Regulatory Development shall establish standards for the form and format of policy, which will be included in the Department's Manual of Policy Style. All policies promulgated by the Department or any division shall conform to these standards. The Director of Policy and Regulatory Development shall also be responsible for the publication of all policies on the DCF internet site.
5. **Update of Policy and Procedure.** When a policy, procedure, or form is amended, updated, becomes obsolete, or is changed in any manner, the Director of Policy and Regulatory Development shall issue a Department wide update to inform staff of these changes. The changes shall also be placed with current policy on the Department's internet page.
6. **Annual Certification of Policies.** Policies shall be certified as current at least annually by the executive responsible for their promulgation, and that certification shall be conveyed to the Director of Policy and Regulatory Development in the manner he or she determines. Policies not certified shall be rendered invalid.



Christine Norbut Beyer, M.S.W.
Commissioner